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# How to do business with the state



Make it in Massachusetts.



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GOVERNMENT DOCUMENTS  
COLLECTION  
MAR 30 1953  
University of Massachusetts  
Department of Commerce

### Acknowledgement

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### Editors

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# What Does The State Buy?

The Commonwealth of Massachusetts is a tremendous organization. In addition to the usual office supplies, it purchases a multitude of items needed to maintain bridges and highways; operate state colleges, hospitals, and prisons; manage the forest, parks, and water resources of the state. It has to purchase everything it does not manufacture, in order to perform all the functions the citizens of the Commonwealth have demanded that it performs.

Everything the Commonwealth purchases is classified under one of the “subsidiary accounts” and assigned an “object code” number by the Commonwealth for budgetary control purposes. A look at some of the subsidiary accounts will give you an idea of the range of items the Commonwealth purchases:

- 03 **Services:** architects, lecturers, exterminators, day care, etc.
- 04 **Food for persons:** milk, eggs, fish, flour, meat, vegetables, etc., including freight and storage of these items.
- 05 **Clothing:** uniforms, caps, footwear
- 06 **Housekeeping supplies and expenses:** blankets, cleaning supplies, kitchen and dining utensils, laundry supplies, rugs, flags, curtains, etc.
- 07 **Laboratory and medical supplies:** testing materials, surgical equipment, first aid supplies, games and entertainment materials, pipes and tobacco, soaps, medicine.
- 08 **Heat and other plant operation:** fuel, ice, electricity, water, sewage, garbage and rubbish disposal.
- 09 **Farm and grounds:** livestock feeds, fertilizers, trees, seeds, agricultural implements, rock salt, sand, sawdust, livestock.
- 10 **Travel and automotive expenses:** hotels, meals, fuel, road flares, towing, gasoline and oil.
- 11 **Advertising and printing:** blueprinting, mimeographing, addressing, printing and binding, advertising.
- 12 **Maintenance-repairs, replacements and alterations:** contract services, automotive repairs, farm maintenance repairs and materials, maintenance-repairs of bridges, highways, utilities, waterways, etc.
- 13 **Special supplies and expenses:** exhibit materials, guns and ammunition, license plates, badges, and tags, manufacturing materials and supplies, navigation and nautical supplies, care of cemeteries.
- 14 **Office and administrative expenses:** freight and shipping supplies, postage meter machines, stationery and other office supplies, telephone and telegraphs.
- 15 **Equipment:** cars, buses, trucks, steam rollers, cranes, radio sets, television, tractors, cabinets, typewriters, furniture, laundry machine.
- 16 **Rental:** rental of airplanes, trucks, typewriters, computing machines, offices, land, garages.

# **How To Sell Goods To The State**

## **How Does The State Purchase Goods?**

**For items that the State purchases on a repeated basis:**

Annual or blanket contracts are awarded for certain items that the State purchases on a repeated basis. Vendors are asked to quote a unit price to which they will adhere to for the duration of the contract. If a vendor is awarded a contract, his/her company, the product, and the bid price will be published on a contract award notice and circulated among state agencies as well as political subdivisions of the state (cities, towns, districts, counties, or authorities). The vendor is obligated to accept purchase orders at the stated price for the duration of the contract.

**For orders that are over \$500:**

Orders that are over \$500 in value and are not covered under annual contracts are put to bid by the Purchasing Agent's Division. The procedures of purchase are: (1) The state agency intending to make a purchase sends a requisition to the Purchasing Agent's Division. (2) The appropriate buyer in the Purchasing Agent's Division sends out proposals to bid to vendors on the bid list. This is done on a rotation basis and on a regional basis. (3) The proposal to bid is also posted at the bulletin board at the Purchasing Agent's Division office on the tenth floor of the McCormack State Office Building, One Ashburton Place, Room 1017, Boston, MA 02108. Any other vendor who wishes to bid may participate in the bidding process. (4) There is a bid opening that is open to the public, held at a specified time and date, at the Purchasing Agent's Division office. (5) The bid is awarded to the lowest, responsible bidder. (6) The Purchasing Agent's Division prepares a purchase order and sends copies of it to the Comptroller's Division for encumbrance of fund. (7) The vendor receives an "encumbered purchase order," he or she may now deliver the goods and send the state agency an invoice for the goods. For printed materials, the invoices are sent to the State Printing Office, Room 1009, One Ashburton Place, Boston, MA 02108.

**For emergency orders or orders under \$500:**

In case of emergency, the agency contacts the Purchasing Agent's Division for approval to make a direct purchase. If the amount of purchase is under \$500 and the purchase is not covered under a state term contract, the purchase may be made by a state agency without going through the Purchasing Agent's Division. The agency may issue a purchase order which is to be sent to the Comptrollers Division for encumbrance of funds.

All state agencies follow the above purchasing procedures. For information on how state institutions of higher learning and independent state authorities make their purchase, see page 13.



## B. How Can You Get In The Front Door?

The first thing you should do is to get on the bid list. As mentioned in the last section, this does not guaranty that you will get a request to bid, but you are at a disadvantage if you are not on the bid list. To get on the bid list, you should write a letter stating which items you want to bid, addressing it to the Purchasing Agent's Division, McCormack State Office Buiding, One Ashburton Place, Rm. 1011, Boston, MA 02108. They will send you a form to fill out, that will get you on the bid list.

Secondly, you should gather information as to which are the products you can supply to the state. You want to find out how the State buys them (Is it by annual contract? Generally in how big a quantity?), which state agencies buy them, who among the buyers at the Purchasing Agent's Division handle these items, and what do they look for. You find out this kind of information by dropping by at the Purchasing Agent's Division to look at the requests for bid posted on the Bulletin Board, by attending public bid openings, and by talking with state personnel who are connected with the purchasing and use of your products. A complete record of all past bids and awards are kept in the office of the Purchasing Agent's Division for inspection by any interested party.

Now, you are ready to do some personal selling. You should make an appointment to see the buyer at the Purchasing Agent's Division who handles your products. Bring samples, photographs or brochures with you and try to convince him/her that you are fully capable of supplying that product. You should try to see the persons having the purchasing decisions at the state agency or institution that buys your product. Make sure that you understand the existing specifications relating to your line of product. If your particular product is not covered by the existing specifications, discuss the matter with the person responsible for writing the specifications and see if it can be included. Try to have your company listed as a "suggested vendor" next time they purchase the item.

Before investing a great deal of time and money into selling to the state, you might decide to bid for a small contract first, just so you have the opportunity to familiarize yourself with the state purchasing and payment procedures, and to get acquainted with some of the people you have to deal with. This will also help you build a reputation among purchasing agents and give you some kind of track record.

State purchasing and payment procedures could be confusing to a newcomer. However, after you have had some experience with the system, it might prove to be rewarding and profitable.

## C. What To Look Out For In Preparing A Bid

1. **If you decide against bidding** after you have received a proposal to bid, or after you have picked up a proposal at the Purchasing Agent's Division, it is a good practice to send back the proposal with a note saying you are not participating at this time, but that you are interested in future bidding. Failure to do so may cause your firm to be dropped off from the active bid list.
2. All bids must be made on the **Official Proposal Form** of the Purchasing Agent's Division and return in the enclosed bid envelope. If any specifications are attached, they must not be detached from the proposal. (If for any reason you are using your own envelope, you should indicate on the outside the bid number and the opening date).
3. Bids must be signed **in ink** and must show unit, extended and total price. Bids must be made out and signed in the corporate or other proper name of the bidder and executed by an authorized person of the company.
4. All **prices quoted** must be on a net basis. Cash, trade, and quantity discounts must be figured already in the net price.

5. Remember that the Commonwealth is exempt from paying **Federal Excise Taxes and State Sales Taxes**. Such taxes should not be included in bid prices.
6. If you are bidding on an annual or other forms of **term contract**, it is assumed that you agree to accept purchase orders from any state agency or any city, town, district, county or authority in the Commonwealth at the unit prices you quote for the duration of the contract, if awarded the contract.
7. When **samples** are requested, bidders must submit samples with bid in order to have bid considered. However, bids must not be attached to or enclosed in packages containing samples.
8. Proprietary names quoted by the Purchasing Agent's Division on Proposal Form are provided for information, and not to limit competition. However, if your bid is based not on the product quoted but on a **similar product**, be sure to give full information in the bid or in a letter attached. Unless the information is furnished with the bid, the bid may be rejected.
9. Your Commonwealth of Massachusetts **Vendor Code Number** must be inserted where noted on the Proposal Form. If you have not been issued the Massachusetts Vendor Code Number, you should insert your Federal Employee Identification number issued by IRS, or your personal Social Security number if you do not have a Federal Employee Identification number. For more information about the Massachusetts Vendor Code Number, see page 8.
10. Bids must be in the Purchasing Agent's Division by the **due date** regardless of postmark. No telephone bids are accepted except under extraordinary circumstance. Telegraphic bids will be accepted if received in the Purchasing Agent's Division before the opening date and time.
11. **Correct bids** should be placed in envelopes clearly marked "corrected bid", showing bid number and opening date, and must be in the bid box or other designated place at the time of opening.

## D. What To Expect In Contract Award

1. Awards are made to the bidder whose bid meets the specifications and the requirements of the invitation to bid and is the **lowest responsible bidder**. The firm may be the lowest aggregate bidder for all items listed on the invitation to bid, or it may be the lowest bidder on an item by item basis. If two or more responsible bidders are tied for low price, the tie will be settled by the decision of the Purchasing Agent.
2. The Purchasing Agent's Division has the right to require that the successful bidder shall file a "**performance bond**" whenever it appears to be in the best interest of the State to do so. The bond will be required to be filed within a specified number of days after the award is made or the contract shall be cancelled.
3. You should not make any delivery until you have received a **purchase order** with the stamp of encumbrance from the Comptroller's Division.
4. Your **standing** as a **responsible bidder** will be endangered if you bid recklessly as a result of which you have to withdraw your bid, if your performance is unsatisfactory, or if you substitute one item for another without the authorization of the Purchasing Agent's Division. Any of the above could cause your future bids to be rejected.
5. If you are awarded an annual or other form of term contract, you will be required to file **quarterly reports** stating the total amount of dollars purchased by state agencies and the total amount of dollars purchased by the political subdivisions of the state during the quarters. The reports are to be submitted to the Collective Purchasing Bureau of the Purchasing Agent's Division, Room 1009 at One Ashburton Place, Boston, MA 02108.



# How To Sell Services To The State

## A. How Does The State Purchase Services?

Unlike the purchase of goods which is controlled by the Purchasing Agent's Division, the purchase of services is done by the individual agencies. Furthermore, the purchase of services is not governed by one uniform set of rules and regulations. The individual state agencies departments, bureaus, institutions, or offices, establish their own procedures and much is left to the discretion of the actual user of the services. There are formal bidding procedure in some cases, but in others, there is only the mandate to get the best service for the best price. In some cases, the rate is set (e.g. \$3 per hour for the service of an examination proctor) but in others the fee is negotiated. For some services, a formal contract is signed; for others, none is required. For some services, the choice of a contract is made by a board appointed by the Governor, in other cases, the decision is made by a committee, in many cases, the decision is made by a department head or a program manager.

1. For **professional services having a maximum obligation of \$40,000 or more**, the spending agency is required to solicit formal written proposals from at least three qualified vendors, or select the vendor from a list of prequalified contractors. In the case of the latter, the prequalification procedures has to be previously approved by the Secretary of Administration and Finance. Exceptions can be made if it can be proven that there is only one vendor who is qualified to perform the work, or in emergency situations.
2. For **services that fall under object codes 201** (janitors, cleaners, exterminators) **and 219** (non-professional, such as equipment inspection, guides, etc.) which cost more than \$500, it is required that there be a competitive bidding procedure involving the solicitation of bids by posting in a conspicuous public place or a newspaper of general circulation or a trade journal.
3. The **rate of certain services** is set by the Massachusetts Rate Setting Commission; these include hospital care, day care, nursing home, etc. If your company is in one of the human services areas, you should contact the Rate Setting Commission to familiarize yourself with their procedures. You should also contact the Secretary of State's office or the contracting agencies for information on special rules and regulations governing the providers of such services.

Yet other rates are set by the Secretary of Administration and Finance. These include rates for police services, for veterinarians, for hearings stenographers, etc. Spending agencies sometimes set their own standard rates for various services.

4. **Architects and engineers for construction projects** are generally selected by a formal selection board. All state building construction projects, with few exceptions, are administered by the Bureau of Building Construction (BBC). At BBC, the architects and engineers are selected by a Designer Selection Board with five members appointed by the governor, of whom two are registered architects and two are professional engineers. The interested designers submit "master brochures" with the Board describing the past experience and capability of their firms. As projects come up and are publicly advertised, firms which are interested in specific projects then file an application form with the Board giving a price for its services. Representatives may or may not be interviewed by the Board. The Board recommends at least three designers and the final choice is made by the Secretary for Administration and Finance. The names of all finalists and the reasons for recommendation by the board, as well as the name of the final awardee, and the reasons of the appointment, are all public records.

Other agencies which administer construction projects, e.g. the Department of Public Works which administer the construction of highways, roads, and bridges, the Metropolitan District Commission which administers the construction of parks and recreation facilities, have similar procedures.

5. **Construction contracts** are generally publicly advertised and awarded on a lowest bid basis. Building construction falls under the Massachusetts Filed Sub-Bid Law which requires subcontractors to submit their estimates with the Bureau of Building Construction and the general contractors then submit their bid based on estimates filed by the subcontractors. Generally contractors are required to use only those subcontractors who have submitted their estimates. For highway construction, and other construction which do not fall under the Massachusetts Filed Sub-Bid Law, the general contractors are responsible for assembling their own subcontractors. For some agencies, contract amounts of \$50,000 or more can be awarded only to those construction contractors who have been prequalified by the agency. There are strict procedures governing the selection and award of construction contracts; and the names of the bidders as well as the final awardee are public records.
6. Contracts for **legal services** must be approved by the Attorney General.
7. No individuals may be contracted for **clerical services** except to record and transcribe hearings. Only business organizations may be contracted for emergency clerical assistance.

## **B. What To Expect If You are Awarded A Contract?**

In the case of certain services, e.g. cleaning and maintenance, construction, etc., the awardee may be required to secure a bond for the performance of the contract. You may also be required to carry certain insurance. Designers for the Bureau of Building Construction for instance are expected to carry and maintain professional liability insurance in an amount equal to 10% of the estimated construction cost of the specific project he/she is working on.

For most contracts, the contractor is required to submit a statement disclosing any other income the individual or the firm derives from the Commonwealth or any of its political subdivision. The contractor is also required to provide a list of names and addresses of all other persons having any financial interest in the contract, including all persons owning more than 1% of the capital stock in the case of a corporation.

Before award of the contract, the spending agency has to submit to the secretary of the executive office to which the agency belongs, a form AF-4 ("request for authorization of services") for approval of the contract award. A copy of the approved form has to be filed with the Comptroller before any funds could be released for payment.

## C. How Can You Get In The Front Door?

Selling services to the state is like selling to any other business organization. You have to find out as much as possible who is buying what, how do they buy it and what are they looking for in the vendors. You should get to know the agencies which are likely to purchase your services, get to know the people making the decisions, try to find out when opportunities are coming up, and present your firm in as best a light as possible. If possible, you should try to speak with firms that have provided a similar service to the agency in question and find out what are the expectations of the agency. The key words are **contacts** and **credibility**. **Follow ups**, after contracts are made, and after completion of a contract, are very important. You need to keep the persons buying your service to constantly keep you in mind, informing them of the latest capacity of your firm. A letter enclosing a printed brochure describing your company and the qualifications of the people involved is always helpful for such purposes. After completion of a contract, follow-up might take the form of requesting the user of your service to provide you with recommendations on how you might improve your performance in the future.

In the case of services that are competitively bidden, personal contacts, of course, takes second place to price and credibility. However, since credibility to some extent is subjective, personal contacts also play a part in building up your credibility.

In other words, there are no hard and fast rules as to how one might get in the front door selling services to the state. In securing your first contract with a state agency, your ingenuity in gathering information and getting to know the right persons, the way you or your representative project the image of your firm are as important as the price of your service and the experience of your firm. However, whether you will get repeat contracts from an agency will depend largely on how you have performed your first one.



# How To Get Paid By The State

How soon you get paid by the state depends on the efficiency of the agency concerned **and** on whether you have completed your part of the requirements. Therefore as a vendor, you would be well advised to find out how long it generally takes for the agency you are doing business with to pay its vendors, and do everything you possibly can to facilitate the payment.

We are listing below several pointers for vendors to facilitate their payments from the state. On the following page, you will find a chart that will give you a general picture of how the state payment process works.

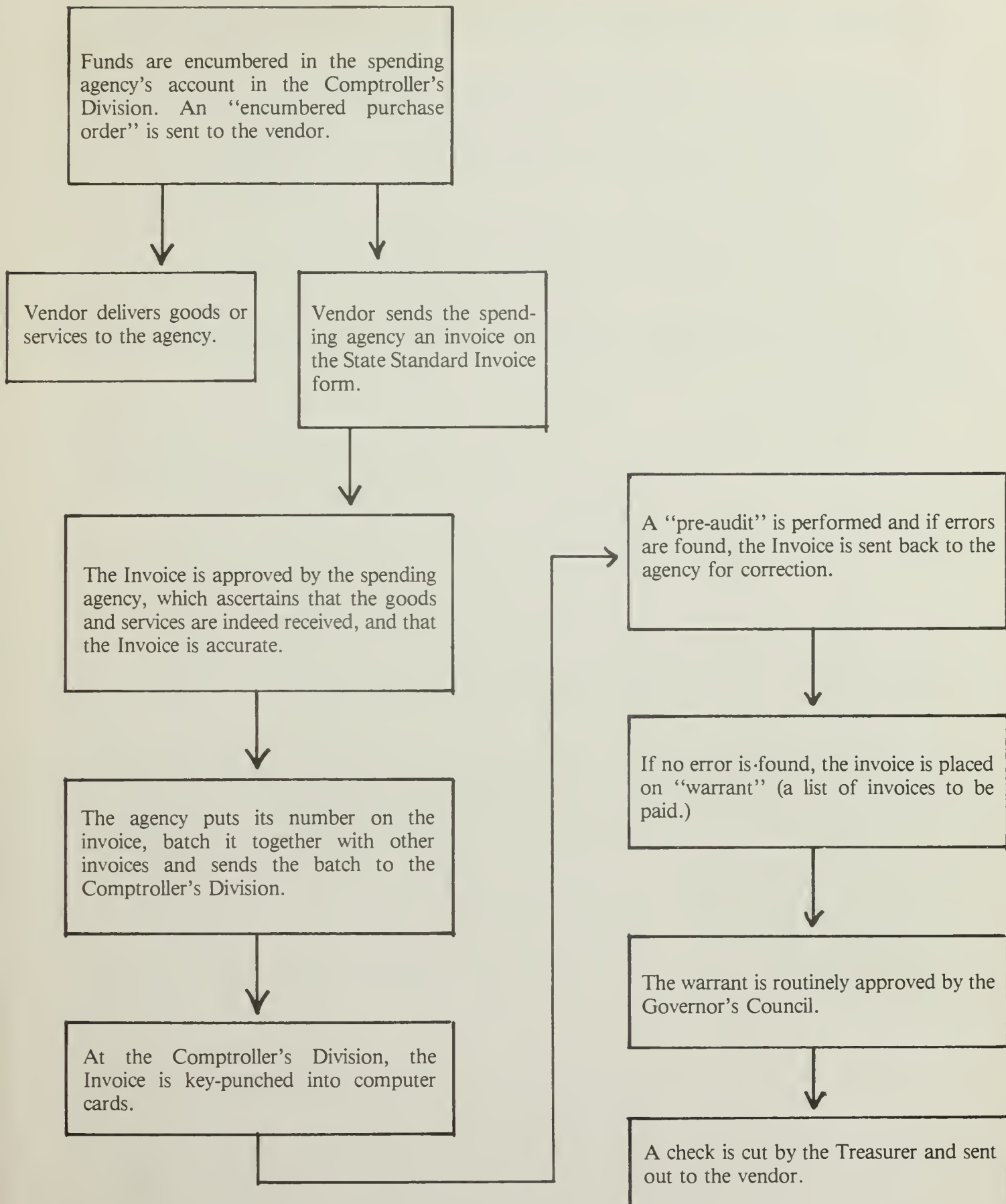
1. You should insist on having an **“encumbered purchase order”** before you deliver your goods and services. With an “encumbered purchase order”, you know that money needed for payment is set aside in the Comptroller’s office in the agency’s account for the purpose.
2. Make sure you have a **Massachusetts Vendor Code Number**. This is a 13 digit number assigned to you. Having this number will facilitate all the paperwork.

A “central vendor master file”, containing all current vendor code numbers, is maintained by the Comptroller’s Division for the purpose of identifying current vendors and individuals who receive payments from the Commonwealth. When you apply to have your firm put on the bid list, the Purchasing Agent’s Division or the spending agency submits a “Form C.D. 45” to the Comptroller’s Division so that you are assigned a Massachusetts Vendor Code Number. The “Form C.D. 45” is also submitted if your mailing address is changed. You may then get your number by calling the Comptroller’s Division at (617) 727-2948.

Since the “central vendor master file” is purged periodically, you should check whether you still have the number from time to time. If you no longer have the number, you should request the spending agency or the purchasing agent to resubmit an application for you to get a new number.

3. Billing should always be done on a **State Standard Invoice** form. (If you bill the State on your own invoice form, the agency will have to transfer the information to a State Standard Invoice, and this causes delays as well as errors.) The State Standard Invoice should show your correct Vendor Code Number, and it should be properly filled out. An example of a completed State Standard Invoice appears on page 11. State Standard Invoices that are not completed properly are rejected and a new one has to be submitted.
4. **Prompt billing** will facilitate payments. If you do not submit your invoice until the fiscal year is passed, a paperwork nightmare will be created, and it will take a long time before you get paid.
5. Generally, **construction contracts** are given priority payment by the state. At the Department of Public Works, for instance, where the payment system for contractors are computerized, construction contractors get paid twice a month and are allowed to charge interest for delayed payment if it is determined that the delay is not due to the fault of the contractor.
6. The whole payment process in the State is paralyzed when a new **fiscal year** begins in July and the State Legislature fails to pass a new budget. The deadlock may last for several weeks. You should take this into consideration if you are doing business with the State during this time of the year.
7. If you have not received your payment within a reasonable length of time, you should contact the agency which purchased the goods or services. You may request that a copy of the State Standard Invoice that they submitted to the Comptroller’s Division be sent to you. In the upper right hand corner, you will find a nine-digit number. The first three digits identify the agency, the middle three digits gives you the Julian date at which the invoice was submitted, the last three digits indicate a number assigned by the agency for the day’s work. (If the Julian date indicated is 046, for instance, it means that the invoice was submitted on the forty-sixth day from the beginning of the year, which is February 15). You may then **trace where precisely the holdup occurs**.
8. **Get to know the persons with whom you do business**. Misunderstanding and disputes are often more easily resolved when the parties know each other.

# The State Payment Procedures



# How to Fill Out State Standard Invoice

State Standard Invoice forms (CD-12) are available at the Purchasing Agent's Division at One Ashburton Place, Boston, or at any state agency that purchases goods and services. Some state agencies make a practice of sending the vendor a form with every purchase order.

You should use a separate invoice for each separate purchase order, or in the case of a state contract, for each delivery.

If you have your own invoice, you may attach that invoice to the State Standard Invoice. But the State Standard Invoice still has to be filled out properly.

An improperly filled out invoice will be sent back to the vendor for correction, thus causing delay in payment.

To assist you in filling out the State Standard Invoice properly, we are attaching a sample form on the following page. The numbers below correspond to the big hollow number superimposed on the sample form:

1. **Purchase Order No.:** You will find this on the purchase order you receive from the state agency.
2. **Vendor's Code:** Insert your 13-digit Commonwealth of Massachusetts Vendor Code number. This number is stored in the Commonwealth's computer and indicates the address to which your payments are to be sent. For more information, see page 8, Item 2.
3. **Terms:** All invoices must be submitted on a "net" basis.
4. **Vendor's Invoice No.:** Insert your invoice number, if any. This number will appear on the remittance portion of the check.
5. **Date:** Insert date of invoice.
6. **State Agency:** Insert the name of the agency which makes the purchase.
7. **Location to Which Delivered:** Insert the name of the ordering department.
8. **Name and Address of Vendor:** Make sure you indicate the complete address corresponding to your vendor code number.
9. **Vendor's Certification:** The invoice must be signed by an authorized member of your firm. This is waived if the vendor's own invoice form is attached to the State Standard Invoice.
- 10-11. **Quantity - Description:** The quantity(ies) and description(s) must correspond to the purchase order unless permission has been obtained from the purchasing agency to change. Type "See Attached" on the Standard Invoice form if you have listed the quantity(ies) and description(s) on an attached form of your own.
- 12-13. **Unit Price - Amount:** If the invoice is submitted against a purchase order issued against a written bid, the prices must correspond to the prices in the bid.
- 14-15. **Total - Net Amount:** Insert appropriate figures.
16. **Check if Final Delivery:** If all items on the purchase order have not been delivered, leave blank.





## THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE

1

STANDARD INVOICE

COMPTROLLER

TYPE

EFFECT

AGENCY  
CODEDAY  
NUMBERAGENCY  
VOUCHER  
NUMBER

PURCHASE ORDER NO.

d 198405

VENDOR'S CODE

042-731-236-001-9

2

TERMS

1 Net

3

VENDOR'S INVOICE NO.

8731

DATE

MO. 3 DAY 1 YR 80

5

STATE AGENCY

6

University of Massachusetts/Boston

LOCATION TO WHICH DELIVERED

7

Anthropology

NAME  
AND  
ADDRESS  
OF  
VENDORAjax Scientific Co.  
P.O. Box 839  
Lowell, ma 02741

8

VENDOR'S CERTIFICATION

I certify that the goods were  
shipped or the services rendered  
as set forth below.

9

(Please Sign in ink)

QUANTITY

DESCRIPTION

UNIT PRICE

AMOUNT

10

2 ea.

11

Ajax No. 7743=L animal operating tables

12

234.68

13

469.36

## INSTRUCTIONS TO VENDOR

1. Do not fill in shaded areas.
2. This form supersedes all previous Standard Invoices.
3. Use a separate Invoice for each separate Purchase Order or Delivery on contract.
4. Direct all inquiries to the state agency.

**DO NOT REMOVE CARBONS**Check if final  
delivery

16

☐

TOTAL

\$

14

469.36

CASH  
DISCOUNT

\$

NET  
AMOUNT

\$

15

469.36

TOTAL  
LIQUIDATION

\$

## EXPENDITURE ACCOUNT

ACTIVITY

SUBSIDIARY

OBJECT  
CODEEXPENDITURE  
AMOUNTLIQUIDATION  
AMOUNT

AGENCY

Examined and  
measured byPrice  
verified byCOMPTROLLER  
Pre-audit byDate goods  
receivedInvoice  
figured byEntered by  
stock ledger

Approved by

# The Massachusetts Small Business Purchasing Program

## Massachusetts Small Business Purchasing Program

### I. What is the purpose of this program?

The purpose of this program is to promote full participation of citizens and businesses in the purchasing process of the Commonwealth. It is to stimulate small business development by reducing some of the major hindrances to small business participation in State purchasing, thereby promoting competition in the purchasing process of the Commonwealth.

### II. How is this to be accomplished?

Not less than five per cent (5%) of the aggregate amount of all State purchases to which this program applies will be placed into a special program whereby only certified Massachusetts based small businesses will be eligible to bid.

### III. What purchases does this program apply to?

Excluding construction and those purchases made under MG. c. 149 ss. 44A-44L and MGL c. 39, the Secretary of Administration and Finance shall recommend purchases of goods and services which can be placed into the program. At this time all goods and services except those mentioned above and those of a monopolistic nature such as gas, electricity etc. will be included.

### IV. What are the criteria for certification?

Briefly they are:

1. The small business must be independently owned and operated.
2. Have its principal place of business in Massachusetts.
3. It must not be dominant in its field of operation and is not a corporation which is a member of an affiliated group.
4. Dependent on your business classification the following requirements must also be met:
  - a. A manufacturing firm must have less than 50 persons and have less than \$6 million in total gross receipts for the preceding three fiscal years.
  - b. A wholesale business must employ less than 20 persons and have less than \$6 million in total gross receipts for the preceding three fiscal years.
  - c. A retail business must employ less than 20 persons and have less than \$1.5 million in gross receipts for the previous three fiscal years.
  - d. If the business is in the transportation, communication, electric, gas, or sanitary industries it must have less than 50 employees and less than \$3 million in total gross receipts for the previous three fiscal years.

For more information, call Joseph Hines at 727-4005



# Selling to State Institutions and Independent Authorities

1. All **state institutions** like universities, colleges, hospitals, prisons, etc. are covered by the rules and regulations of the Massachusetts Comptroller's Division. They all follow the same purchasing and payment procedures outlined in the foregoing pages of this handbook. The institutions, however, may be granted discretionary power to purchase on their own items that meet a particular need, such as special medical or educational supplies or equipment.

A **Massachusetts Higher Education Consortium**, consisting of all the state universities and colleges, as well as 12 private institutions of higher learning, was formed in late 1977 and started operation in 1978. The consortium awards contracts for educational supplies; classroom, dormitory, gymnasium, and office furniture; laboratory supplies and equipment; office equipment and supplies; and maintenance contracts that meet the needs of the member institutions. These contracts supplement but do not replace state contracts. These contracts are awarded to increase the purchasing power and for the convenience of the institutions, they are not mandatory. A list of the member institutions and their purchasing agents is found in the last section of this handbook. Vendors interested in Massachusetts Higher Education Consortium contracts should get in touch with Mr. Jake E. Bishop, Consortium Contract Coordinator, Tel (413) 545-0361, at the University of Massachusetts campus in Amherst.

2. The **Massachusetts Port Authority**, the **Mass. Bay Transportation Authority**, and the **Mass. Turnpike Authority** are completely independent from the state purchasing and payment system. In other words, they have their own rules and regulations, and their own payment procedures. Vendors or contractors interested in doing business with these authorities should get in touch with them directly.

Mr. Ralph Deorsay, Purchasing Agent  
Massachusetts Port Authority  
Logan Airport, East Boston, MA 02128  
Tel. 482-2930

Mr. David J. White  
Mass. Bay Transportation Authority  
80 Broadway Street, Everett, MA 02149  
Tel. 722-3290

Mr. Thomas A. Kelley, Purchasing Agent  
Mass. Turnpike Authority  
Prudential Center, Boston, MA 02199  
Tel. 536-1400

3. The **Massachusetts Housing Finance Agency** and the **local housing authorities** administer their own construction projects, purchasing, and payment. Construction projects are bid under the Massachusetts "Filed Sub-Bid Law" (See page 8 Item 5). The local housing authorities are subject to rules and regulations issued by the Massachusetts Executive Office of Communities and Development, which has the responsibility of overseeing the construction and operation of state-subsidized housing.



# APPENDIXES

## Appendix A

### Purchasing Agent's Division

Rm. 1011	727-2882	John J. Manton	Acting State Purchasing Agent
Rm. 1011	727-2865	Joseph Silvano	Deputy Purchasing Agent
Rm. 1009	727-2896	James R. Doncaster	Power Plant Supervisor
Rm. 1015	727-2892	Paul Daley	Supervising Transportation Analyst
Rm. 1015	727-2894	Joseph Costa	Supervisor of Buyers Agricultural & General Supplies
Rm. 1009	727-2906	Catherine O'Connell	Head Buyer, Printing - Printing and Paper for Printing
Rm. 1007	727-2899	Louise A. Oliver	Head Buyer - Clothing & Textiles
Rm. 1012	727-2898	Jennie Iantosca	Head Buyer - Office Equipment and Supplies
Rm. 1005	727-2886	Ina R. Mahoney	Head Buyer - Groceries, Provisions and Manufactured Meats
Rm. 1010	727-2903	John DiAngelis	Head Buyer - Medical Supplies and Drugs
Rm. 1009	727-2896	Ann I. Brown	Principal Buyer - Engineering
Rm. 1015	727-2897	Derek Hector	Principal Buyer - Automotive Supplies
Rm. 1012	727-2898	Madeline Lorreia	Buyer - Office Equipment & Supplies
Rm. 1015	727-2894	Susan Keohane	Buyer - Agricultural & General Supplies
Rm. 1010	727-2903	Muriel P. Self	Buyer - Medical Supplies and Drugs
Rm. 1005	727-2886	Ellen O'Neill	Buyer - Groceries
Rm. 1011	727-2908	Bill Kulik	Semi-Senior Accountant
Rm. 1017	727-2893	Jeanne Gallagher	BID ROOM

# **Appendix B**

## **Purchasing Agents and Stewards of State Institutions**

Includes are institutions under:  
Department of Mental Health  
Department of Public Health  
Department of Youth Services  
State Universities and Colleges  
Department of Correction

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### **Institutions under Department of Mental Health 160 North Washington St., Boston 02114 John Chiulli - Director Core Support Services**

Belchertown State School William E. Jones, Ph.D. Francis J. Longtine	P.O. Box 486, Belchertown, MA 01007 Superintendent Steward
Boston State Hospital Herbet J. Rudnick Gerald O'Connor	591 Morton St., Boston, MA 02124 Assistant Superintendent (Admin.) Steward
Cushing Hospital Robert Kastenbaum, Ph.D. Anthony V. Starzinski	P.O. Box 190, Framingham, MA 01701 Superintendent Steward
Danvers State Hospital Clifton Emery, Jr. Ed.D. William Kilmartin	P.O. Box 50, Hathorne, MA 01937 Assistant Superintendent Fiscal System Mgr.
Dr. John C. Corrigan Mental Health Center Edward F. Shea, M.S.W. John MacMunn	49 Hillside St., Fall River, MA 02720 Area Director Business Manager
Hogan Regional Center Eliot M. Cohen Stephen Carroll	Box A, Hathorne, MA 01937 Superintendent Business Manager
Mass. Mental Health Center Miles F. Shore, M.D. John Gibbs	74 Fenwood Rd., Boston, MA 02115 Superintendent Business Manager
Medfield State Hospital Paul LaVoie, Ph.D. John Marcell	P.O. Box 276, Medfield, MA 02052 Area Director Steward
Metropolitan State Hospital Paul O'Leary Michael A. Ciara	475 Trapelo Rd., Waltham, MA 02154 Assistant Superintendent (Admin.) Steward
Monson Development Center Ronald Rosen, Ed.D. Betty Learned	Palmer, Mass. 01069 Superintendent (Admin.) Steward



Paul A. Dever State School Ellsworth Pearl Frank Guiney	P.O. Box 631, Taunton, Mass 02780 Superintendent Assistant Superintendent (Admin.)
Dr. Harry C. Solomon Mental Health Center Fernando Duran, R.N. Michael Maciejczuk	391 Varnum Ave., Lowell, MA 01851 Superintendent Business Manager
John T. Berry Rehab. Center Dr. Delilah Riemer Whitney G. Stevens	North Reading, Mass. 01864 Director Business Manager
Northhampton State Hospital William J. Goggins, Jr. Richard Gold	P.O. Box 351, Northampton, MA 01060 Assistant Superintendent (Admin.) Steward
Taunton State Hospital W. Walter Sowydra John J. Crowley	P.O. Box 151, Taunton, Mass. 02780 Assistant Superintendent Steward
Walter E. Fernald State School Joseph Wert John Hutchinson	P.O. Box C, Waverly, Mass. 02178 Superintendent Steward
Westboro State Hospital James Divver Patrick Kelley	P.O. Box 288, Westboro, Mass. 01581 Assistant Superintendent Steward
Worcester State Hospital Paul Foran Charles Smith	P.O. Box 57, Worcester, Mass. 01604 Assistant Superintendent (Admin.) Steward
Wrentham State School Francis P. Kelley Samuel J. Carchidi	P.O. Box 144, Wrentham, Mass. 02093 Superintendent Steward
Erich Lindemann Mental Health Center Raquel Cohen, M.D. Thomas Sasso	Government Center, Boston, MA 02114 Superintendent Business Manager
Dr. Solomon Carter Fuller Mental Health Center William Gibson Robert McKeon	85 East Newton St., Boston, MA 02118  Superintendent Business Manager
Cambridge/Somerville Mental Health Center Dr. Robert Reid Arthur DeZenzo	12 Maple Avenue, Cambridge, MA 02138 Director Administrative Assistant
Glavin Regional Center Emma Kraidman, Ph.D. Andrew Dell'Olio	Box A, Shrewsbury, Mass. 01545 Superintendent Steward
Blackstone Valley Mental Health Center Benjamin Lewis	53 North Main St., Uxbridge, MA 01569 Area Director (Acting)

Brockton Multi-Service Center  
Paul Tausek, M.S.W.  
Leo McGrory

Mystic Valley Community Mental  
Health Center  
Morton Newman, M.D.  
Frank Lynch

Northampton Center For Children  
And Families  
George J. McQuillan, Jr.

Gardner-Athol Mental Health Center  
Paul Acres  
Leo E. McKellick

Bridgewater Treatment Center  
Dorothy L. Killea  
Richard J. Boucher

Pocasset Mental Health Center  
Robert Porter, M.D.  
Paul Corriveau

Tufts-Bay Cove Mental Health Center  
Peter Randolph, M.D.  
Rosemary Webber

165 Quincy St., Brockton, MA 02401  
Administrator  
Business Manager

186 Bedford St., Lexington, MA 02173  
  
Director Administration  
Fiscal Affairs

72 Pomeroy Terrace, Northampton 01060  
  
Assistant Administrator

13 Elm Street, Gardner, MA 01440  
Director  
Business Manager

P.O. Box 336, Bridgewater, MA 02324  
Administrative Assistant  
Director

Drawer D, Pocasset, MA 02559  
Director  
Business Manager

260 Tremont St., Boston, MA 02111  
Area Director  
Business Manager

Institutions under  
**Department Of Public Health**  
(Patient Care Operations)

600 Washington Street, Boston, Mass. 02111  
Sandra R. Chue - Senior Accountant

Lakeville Hospital

John Pratt  
Thomas J. Lynch  
Stuart Blanchard

Lakeville, Mass. 02346

Superintendent  
Steward  
Asst. Superintendent

Lemuel Shattuck Hospital

Paul Schulman  
William Keenan  
Susan Forti

170 Morton St., Jamaica Plain, MA

Superintendent  
Asst. Superintendent  
Steward

Mass. Hospital School

Edward Graham  
John Stewart  
Brian Gerry  
John Britt

Canton, Mass. 02021

Asst. Superintendent  
Steward  
Chief Engineer  
Superintendent

Pondville Hospital

Jim Cassidy  
John Albert - New Steward.  
William Cronin  
Louis Liebhaber

P.O. Box 111, Walpole, MA 02081

Superintendent  
Steward  
Chief Engineer  
Asst. Superintendent

Rutland Heights Hospital

William Goyette  
Thomas Tymon  
Manuel Pena  
Hugh Hayden

Rutland, Mass. 01543

Superintendent  
Steward  
Chief Engineer  
Asst. Superintendent

Tewksbury Hospital

Thomas J. Saunders  
William Corliss  
Charles Milot  
Aldo Caira

Tewksbury, Mass. 01876

Superintendent  
Steward  
Chief Engineer  
Asst. Superintendent

Western Mass. Hospital

Blake Molleur  
William Nesti  
Ralph Moore

Westfield, Mass. 01085

Superintendent  
Steward  
Chief Engineer

\* \* \* \* \*

Soldiers' Home Chelsea

John L. Quigley  
Lawrence T. McVay  
Vincent F. Sullivan  
George P. Diamond  
Joseph R. Donnaruma

Chelsea, Mass. 02150

Superintendent  
Asst. Superintendent  
Adjutant  
Dir. of Business Services  
Supervising Accountant

Soldiers' Home Holyoke  
Charles A. Bisbee, Jr.  
Edward W. Hartung  
Leslie V. Bowler  
Mrs. Hazel Masse  
Walter S. Aldrich  
Richard J. Palazzi

Holyoke, Mass. 01040  
Superintendent  
Asst. Superintendent  
Adjutant  
Treasurer  
Chief Engineer  
Business Manager

**Department of Youth Services**  
**294 Washington St., Boston, Mass.**  
**Business Agent - William V. Fitzpatrick**

Judge John J. Connelly Youth Ctr.  
Mark Burke

450 Canterbury St., Roslindale 02131  
Steward

Worcester Detention Center

363 Belmont St., Worcester 01604

Westfield Detention Center

51 E. Mountain Rd., Westfield 01085

Stephen L. French Youth Forestry Camp  
Allan Collette

Nickerson State Park, E. Brewster 02640  
Forestry Camp Superintendent

\* \* \* \* \*

University of Mass.  
Allen O. Newton  
Robert H. Brand  
Jake Bishop  
George A. Norton

Amherst, Mass. 01003  
Chief Engineer  
Treasurer  
Director of Procurement  
Director of Physical Plant

University of Massachusetts  
Robert Corrigan  
S.W. Haney  
C. Thomas Baxter, Jr.

Columbia Point, Dorchester 02125  
Chancellor  
Director of Procurement  
Vice Chancellor for Adm. & Finance

University of Massachusetts  
Medical School and Hospital  
Kevin Meager  
James O'Connor

55 Lake Ave. North, Worcester 01605  
Buyer  
Buyer

University of Lowell  
John B. Duff  
Everett V. Olsen  
William T. Hogan  
Mary E. McGauvran  
Raymond I. Rigney

One University Ave., Lowell 01852  
President  
Executive Vice President  
Vice President for Academic Affairs  
Vice President for Student Affairs  
Vice President for Business  
Affairs/Treasurer  
Assistant to the President

Roger T. Schinness  
Southeastern Mass. University  
Roger P. Tache

No. Dartmouth, Mass. 02747  
Business Manager

Board of Regional Community Colleges  
470 Atlantic Ave., Boston, Mass. 02210

John R. Buckley, Acting President  
John F. Costello - Executive Director  
Everett E. Hicks - Director of Fiscal Affairs

Berkshire Community College

Jonathan Daube  
James J. Pasquini

West St., Pittsfield 01201

President  
Business Manager

Bristol Community College

Eileen T. Farley  
Raymond J. Vincent

777 Elsbree St., Fall River 02720

President  
Business Manager

Bunker Hill Community College

Harold E. Shively  
Gustav Fleischmann

Rutherford Ave., Charlestown 02129

President  
Business Manager

Cape Code Community College

James F. Hall  
John Baldasaro

West Barnstable 02668

President  
Business Manager

Greenfield Community College

Nancy Goodwin  
Henry J. Boucher

One College Drive, Greenfield 01301

President  
Business Manager

Holyoke Community College

David M. Bartley  
N.W. Grise

303 Homestead Ave., Holyoke 01040

President  
Business Manager

Mass. Bay Community College

John F. McKenzie  
Joseph Moros

50 Oakland Street, Wellesley Hills 02181

President  
Asst. Dean of Administration

Massasoit Community College

George E. Ayers  
Joseph V. Alfred

290 Thatcher St., Brockton 02402

President  
Dean of Administration

Middlesex Community College

James E. Houlihan, Jr.  
Edwin E. Moore

Springs Road, Bedford 01730

President  
Business Manager

Mt. Wachusett Community College

Arthur Haley  
Richard Jeffrey

Green St., Gardner 01440

President  
Business Manager

North Shore Community College

George Traicoff  
John J. Driscoll

3 Essex St., Beverly 01915

President  
Dean of Administration

Northern Essex Community College

John R. Dimitry  
John A. Palmucci

100 Elliott St., Haverhill 01830

President  
Dean of Administration

Quinsigamond Community College

Richard St. Pierre  
Kevin J. Kiernan

670 W. Boylston St., Worcester 01606

Acting President  
Dean of Administration



Massachusetts State College System  
53 State Street, Boston, MA 02109

Boston State College

Mr. Kermit Morrissey  
Herbet Regan  
John J. O'Neil

Bridgewater State College

Dr. Adrian Rondileau  
Dorothy F. McGann  
Louis E. Perry

Fitchburg State College

Vincent J. Mara  
John J. Strohbeen

Framingham State College

Dr. D. Justin McCarthy  
Robert H. Marsh  
Thomas Bellavance  
Francis C. Condon

North Adams State College

Dr. William P. Haas  
Anthony Ceddia  
Thomas Jones

Salem State College

Dr. James T. Amsler  
Francis X. Kyle  
Richard P. Marrs  
Edwin R. Stevens, Jr.

Westfield State College

Dr. Francis J. Pilecki  
Paul Marrotte  
Mieczslaw Godek  
Raymond Costello

Worcester State College

Dr. Joseph J. Orze  
Paul F. Regan

Massachusetts College of Art

John Nolan  
Morton R. Godine

Massachusetts Maritime Academy

Lee Harrington  
William R. Hendy, Jr.  
William L. Lacasse, Jr.

625 Huntington Ave., Boston 02115

President  
Vice President Admin. & Finance  
Director, Facilities

Bridgewater 02324

President  
Asst. to the President  
Supt. of Buildings and Grounds

Fitchburg 01420

President  
Director, Facilities

Framingham 01701

President  
Assistant to the President  
Vice President Academic Affairs  
Director, Facilities

North Adams 01247

President  
Executive Vice President  
Vice President, Administration & Finance

Salem 01970

President  
Director, Planning & Development  
Vice President, Administration & Finance  
Supt. of Buildings and Grounds

Westfield 01805

President  
Executive Vice President  
Dir. of Planning & Development  
Supt. of Buildings and Grounds

Worcester 01602

President  
Director, Facilities

364 Brookline Ave., Boston, 02115

President  
Vice President, Administration & Finance

Buzzards Bay 02532

President  
Executive Vice President  
Director, Facilities

**Department of Correction**  
**100 Cambridge St., Boston, Mass. 02122**  
**William T. Hogan, Jr. - Commissioner**

Mass. Correctional Institute Bridgewater

Charles W. Gaughn  
George Moore  
Theodore Bump

M.C.I. Concord

Lou Berman  
Leonard Leo  
John Bairros

M.C.I. Framingham

John Bates  
Jean Wiggins  
Ronald Mason

M.C.I. Norfolk

Bill Callahan  
Charles F. Anderson  
Warren Hancock

M.C.I. Walpole

Fred Butterworth  
Robert J. Allain  
W.E. Snyder

M.C.I. Plymouth

Edward Riendeau  
Mary Weeks

M.C.I. Warwick

Joseph Medieros

Boston Pre-Release

Abu-Hanif Abdal-Khallaq  
Catherine Canady

Lancaster Pre-Release

Paul Dickhaut  
Jack O'Malley

Medfield Prison Project/Pre-Release

John Griffin  
Emily Gigadano

Norfolk Pre-Release

Hank Workman  
Jim Anderson

Park Drive Pre-Release

Marilyn Fisher

P.O. Box 366, Bridgewater 02324

Superintendent  
Steward  
Chief Engineer

P.O. Box 00, West Concord 01742

Superintendent  
Steward  
Chief Engineer

P.O. Box 99, Framingham 01701

Superintendent  
Steward  
Chief Engineer

P.O. Box 43, Norfolk 02056

Superintendent  
Steward  
Chief Engineer

P.O. Box 100, So. Walpole 02071

Superintendent  
Steward  
Chief Engineer

Myles Standish State Forest

P.O. Box 207, So. Carver 02566  
Superintendent  
Business Office

RFD #2, P.O. Box 45, Orange 01364

Superintendent

P.O. Box 678, Dorchester 02124

Superintendent  
Business Office

P.O. Box 123, Lancaster 01523

Superintendent  
Business Office

P.O. Box 303, Medfield 02052

Superintendent  
Business Office

P.O. Box 22, So. Walpole 02071

Superintendent  
Deputy Superintendent

107 Park Drive, Boston 02205

Superintendent  
Business Office

M.C.I. Shirley Pre-Release  
Dick Grelotti  
Edward Nordigian

So. Middlesex Pre-Release  
Arthur Stewart  
Nancy Scholl

Bay State Correctional Center  
Joe Streeter  
Al Rossi

Reception Diagnostic Center  
Raymond Brennan  
Al Rossi

Lemuel Shattuck Hospital Unit  
Bruce Martin

Shirley Training Academy  
Joseph McSweeney

South East Correctional Center  
Ron Amaral  
Stu Corcoran

Western Ave. Pre-Release

Gertrude J. Rina  
Rollin Raheaut

Roxbury Community College  
Kenneth W. Haskins  
Harold Brabham

Springfield Tech. Community College  
Robert C. Geitz  
William A. Baker

P.O. Box 766, Harvard Rd., Shirley 01464  
Superintendent  
Steward

P.O. Box 1242, Framingham 01701  
Superintendent  
Business Office

P.O. Box 73, Norfolk 02056  
Superintendent  
Asst. Steward

P.O. Box 102, Main St., Norfolk 02056  
Superintendent  
Business Office

170 Morton St., Jamaica Plain 02130  
Superintendent

P.O. Box 766, Harvard Rd., Shirley 01464  
Business Office

P.O. Box 366, Bridgewater 02324  
Superintendent  
Steward

P.O. Box 312, South Station,  
Framingham 01701  
Superintendent  
Deputy Superintendent

414 Dudley St., Roxbury 02119  
Interim President  
Dean of Administration

Armory Square, Springfield 01105  
President  
Dean of Administration

# Appendix C

## Massachusetts Higher Education Consortium Membership List FY80

### State Universities

University of Massachusetts  
Amherst, Mass. 01003  
Jake Bishop, Dir. of Proc.  
(413) 545-0361

University of Massachusetts  
Harbor Campus  
Dorchester, Mass. 02125  
S.W. Haney, Dir. of Proc.  
(617) 287-1900, Ext. 2451

University of Massachusetts  
Medical School  
Worcester, Mass. 01605  
Mort Schiff, Dir. of Proc.  
(617) 856-2161

University of Lowell  
One University Ave.  
Lowell, Mass. 01854  
Frank Duggan, Dir. of Pur.  
(617) 452-5000, Ext. 2224

University of Lowell  
Research Foundation  
450 Aiken St.  
Lowell, Mass. 01854  
Theresa Daigle, Purch.  
(617) 458-9679

Southeastern Mass. Univ.  
Old Westport Rd.  
North Dartmouth, Mass. 02747  
Roger Tache, Bus. Mgr.  
Frank Texeira, Purch. Agt.  
(617) 999-8055

### State Colleges

Boston State  
625 Huntington Ave.  
Boston, Mass. 02115  
Mary T. White, Fiscal Afrs.  
Lucinda Kelley, Buyer  
(617) 731-3300, Ext. 226

Bridgewater State  
Bridgewater, Mass. 02324  
Geraldine Bunaviez, Purch.  
(617) 697-8321

Fitchburg State College  
Fitchburg, Mass. 01420  
Samual Johnston, Dir. of Pur.  
(617) 345-2151

Framingham State College  
Framingham, Mass. 01701  
Dr. Robert Marsh  
(617) 872-3501

Mass. College of Art  
364 Brookline Ave.  
Boston, Mass. 02215  
David Wilcox, Purch. Off.  
(617) 731-2340, Ext. 48

Mass. Maritime Academy  
P.O. Box D  
Buzzards Bay, Mass. 02532  
Capt. J. Burke, Dean Admin.  
Stuart Benedict, Fin. Afrs.  
(617) 759-5761

North Adams State  
Church St.  
North Adams, Mass. 01247  
Carl Hoynoski, Fiscal Afrs.  
(413) 664-4511

Salem State College  
352 Lafayette St.  
Salem, Mas. 01970  
Edwin Katzman, Purch.  
(617) 745-0556, Ext. 457

Westfield State College  
Western Ave.  
Westfield, Mass. 01085  
Albert Midgley, Purch. Off.  
(413) 568-3311

Worcester State College  
486 Chandler St.  
Worcester, Mass. 01602  
Kenneth Barton, Chief Acct.  
(617) 752-7700, Ext. 204

### Community Colleges

Berkshire Community  
West St.  
Pittsfield, Mass. 01201

Mr. Pasquini, Bus. Mgr.  
Mary Fresia, Purch. Agt.  
(413) 499-4660, Ext. 245

Bristol Community  
777 Elesbree St.  
Fall River, Mass. 02720  
Raymond Vincent, Bus. Mgr.  
(617) 678-2811

Bunker Hill Community  
Rutherford Ave.  
Charlestown, Mass. 02129  
Gustav Fleischmann, Bus. Mgr.  
(617) 241-8600

Cape Cod Community  
Route 6A  
W. Barnstable, Mass. 02668  
John Keefe, Bus. Mgr.  
(617) 362-2131

Greenfield Community  
One College Drive  
Greenfield, Mass. 01301  
Charles Carter, Dir. Plant  
(413) 774-3131

Holyoke Community  
303 Homestead Ave.  
Holyoke, Mass. 01040  
William Grise, Bus. Mgr.  
(413) 538-7000

Mass. Bay Community  
50 Oakland St.  
Wellesley, Mass. 02181  
Paul Madonna, Dean Admin.  
Joseph Moroz, Asst. Dean  
(617) 237-1100

Massasoit Community  
290 Thatcher St.  
Brockton, Mass. 02402  
Phil Pergola, Admin.  
(617) 588-9100

Middlesex Community  
Spring Rd.  
Bedford, Mass. 01730  
Thomas Burke, Asst. Dean  
(617) 275-8910



Mount Wachusett Community  
Green St.  
Gardner, Mass. 01440  
R.P. Jeffrey, Dean Admin.  
S.T. Moak, Bus. Mgr.  
(617) 632-6600

North Shore Community  
3 Essex St.  
Beverly, Mass. 01915  
Faye Gardner, Purch. Spec.  
Dr. David Adams, Sci. Div.  
(617) 927-4850

Northern Essex Community  
100 Elliott St.  
Haverhill, Mass. 01830  
Joe Brown, Comptroller  
(617) 374-0721

Quinsigamond Community  
670 W. Boylston St.  
Worcester, Mass. 01606  
Kevin Kiernan, Dean Admin.  
(617) 853-2300

Roxbury Community  
425 Dudley St.  
Roxbury, Mass. 02119  
Harold Brabham, Bus. Mgr.  
(617) 445-3040

Springfield Technical  
Armory Square  
Springfield, Mass. 01105  
Tim Braim, Bus. Mgr.  
(413) 781-6470

**Five Colleges, Inc. (Affil.  
w/UMass/Amherst)**  
Amherst College  
Amherst, Mass. 01002  
Elizabeth McQuillen, Treas. Off  
(413) 542-2223

Hampshire College  
Amherst, Mass. 01002  
Edward Trachy, Purch. Dir.  
(413) 549-4600, Ext. 496

Mouth Holyoke College  
South Hadley, Mass. 01075  
James Cornwall, Purchasing  
(413) 538-2041

Smith College  
Northampton, Mass. 01060  
W. Gilbert, Bus. Mgr.  
E. Kowalski, Dir. of Purch.  
(413) 586-4000

**Worcester Consortium for  
Higher Education Inc.  
(Affil w/UMass Medical School)**

Anna Maria College  
Sunset Lane  
Paxton, Mass. 01612  
Seaward Spinney, Purchasing  
(617) 757-4586

Assumption College  
500 Salisbury St.  
Worcester, Mass. 01609  
Brother Odoric Roy, Purchasing  
(617) 752-5615

Becker Junior College  
61 Sever St.  
Worcester, Mass. 01609  
Janice McPartland, Purchasing  
(617) 791-9241

Central New England College  
768 Main St.  
Worcester, Mass. 01608  
David Johnson, Purchasing  
(617) 755-4314

Clark University  
950 Main St.  
Worcester, Mass. 01610  
Basil Kimball, Purchasing  
(617) 793-7443

Holy Cross College  
College St.  
Worcester, Mass. 01610  
Patrick Sheehan, Dir. of Purch.  
(617) 793-2441

Worcester Polytechnic Institute  
Institute Road  
Worcester, Mass. 01609  
Gardner Pierce, Purchasing  
(617) 753-1411

The Worcester Foundation for  
Experimental Biology  
Shrewsbury, Mass. 01545  
Paul F. Kennedy, Purch. Mgr.  
(617) 842-8921







## **COMMONWEALTH OF MASSACHUSETTS**

Edward J. King, Governor   George S. Kariotis, Secretary of Economic Affairs

### **DEPARTMENT OF COMMERCE AND DEVELOPMENT**

James F. Carlin, Commissioner

100 Cambridge St., Boston, Massachusetts 02202. Tel: (617) 727-3218

**Region I** Massachusetts Bldg., Avenue of States, West Springfield, MA 01809. Tel: (413) 739-5600

**Region II** D.E.S. Bldg., 51 Myrtle Street, Worcester, MA 01608. Tel: (617) 757-2075

**Region III** 450 Aiken St., Lowell, MA 01854. Tel: (617) 454-0303

**Region IV** Saltonstall Bldg., 100 Cambridge Street, Boston, MA 02202. Tel: (617) 727-3649

**Region V** 1213 Purchase Street, New Bedford, MA 02740. Tel: (617) 997-3514

An Equal Opportunity Employer